

# Unit 2: Management Skills

## 2.1 Organizing Your Notebook



# Organizing Your Notebook

Why is it important to have an organized notebook?

So you know where things are

Keep yourself organized

Separate work from each course

So you don't have papers all over the place

# Organizing Your Notebook

First, if you have work already in your binder take it all out (unless this is the start of the year)

If you are using 1 binder for the year:

→ You will need dividers or colored paper to keep all of your classes separate.

→ Clearly label each section

→ Dividers with pockets are good for putting your homework from each class into them

# Organizing Your Notebook

Dividers can also be used if you are only using one binder per class

You can divide that class into 5 sections

1. Notes
2. Homework
3. Tests
4. Study Notes
5. Classwork

# Organizing Your Notebook

If you are using more than one binder, try to have one binder for every subject

If you are using notebooks, try and have one notebook for every subject unless they also have dividers

# Organizing Your Notebook

Now that you have a book/section for each class you can start organizing

When you are writing notes, make sure to clearly label the title of the note with the date

When you receive a handout, what is the first thing you should do?

# Organizing Your Notebook

Write your name and the date on the sheet.

When you are done going through the handout you should put it into your binder right away, unless you need it for homework, than you can put it in your pocket file.

If you are using a notebook, you should glue (and cut if necessary) the sheet right on your next blank page.

# Organizing Your Notebook

You should also bring an agenda to class daily so you can jot down if you have any homework or not

Try and carry some reinforcements in case pages rip

Bring the proper materials every day that you are going to need (pens, pencil, highlighter, etc)

